

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: Building Inspector

DEPARTMENT: Planning & Zoning

SUPERVISOR: Planning & Zoning Administrator

GENERAL DESCRIPTION: Under general direction to be responsible for inspection of buildings and all appurtenances, septic systems, and zoning for compliance with Wisconsin Laws and Administrative Codes and all applicable Ordinances of Adams County, and to perform related work as required.

JOB DUTIES: The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Administer and enforce all Codes, Ordinances, Laws and regulations pertaining to buildings, zoning, septic systems and wells.
2. Conduct onsite inspections and investigations to ensure Code compliance.
3. Conduct site evaluations and soil verifications as needed.
4. Read and interpret architectural plans and specifications, examine blueprints for proposed construction, and assist the public in creating a design that complies with codes and ordinances.
5. Assist the Zoning Administrator in the administration of subdivision, sanitation, shoreline protection, and other Planning and Zoning Department Ordinances.
6. Assist the Zoning Administrator in review of plats for compliance with Wisconsin Statutes, the Wisconsin Administrative Code and all County Ordinances.
7. Prepare violation reports and orders for correction, cooperate with the office of the Corporation Counsel, and attend court when required for violations of the above-mentioned Statutes, Codes, and Ordinances.
8. Investigate and recommend condemnation of dangerous or hazardous structures when public health, safety and welfare requires.

9. Attend meetings of County Committees, the Board of Adjustment, other County meetings as requested, and any outside agencies, with regard to the Planning and Zoning Department s requested.
10. Maintain complete and accurate records and prepare reports.
11. Perform other duties as assigned.

REQUIRED QUALIFICTIONS:

Must possess any combination of four (4) of the following Wisconsin Department of Commerce (WDOC) Uniform Dwelling Code (UDC) and Commercial Building Inspection certifications:

1. UDC Electrical Inspector.
2. UDC Heating, Ventilating & Air Conditioning (HVAC) Inspector.
3. UDC General Construction Inspector.
4. UDC Interior Plumbing Inspector.
5. Commercial Electrical Inspector.
6. Commercial Plumbing Inspector.
7. Commercial Construction Inspector.
8. POWTS Plan Reviewer.

Other:

9. Valid State of Wisconsin Driver's License.
10. Computer knowledge and skills.
11. High School Diploma or equivalent.

Any two of the following WDOC Inspector certifications must be acquired in each successive eighteen (18) month period from the date of hire. An extension to acquire these certifications may be granted only by the Planning & Development Committee.

1. WDOC certifications listed above under REQUIRED QUALIFICATIONS.
2. Certified Soil Tester (CST).

3. Private Onsite Waste Treatment System (POWTS) Inspector.
4. POWTS Maintainer.

All certifications must be maintained as required by the WDOC.

DESIRABLE QUALIFICATIONS:

1. Thorough knowledge of Laws, Codes, Ordinances, regulations, practices, procedures, methods, and equipment pertaining to building, zoning, sanitation, wells, and related subjects.
2. Ability to establish and maintain good public relations.
3. Ability to organize and conduct investigations and prepare comprehensive reports.
4. Training in engineering or architectural courses, together with five (5) years' experience in the building trade.
5. Training in the use of Surveyor's equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Ability to work in all types of weather and outdoor conditions.
2. Ability to coordinate eyes, hands, feet, & limbs in performing movements requiring skill & training, such as assembly.
3. Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of stooping, kneeling, lifting, carrying, climbing, pushing and pulling.
4. Ability to lift fifty (50) pounds.
5. Exposure to blood-borne pathogens is considered low for this position.

Approved by the Planning & Development Committee this 5th day of July, 2006.

Approved by the Executive Committee this 10th day of July, 2006.